



HOME DELIVERED MEALS VOLUNTEER DRIVER JOB DESCRIPTION

- Operates a motor vehicle over a specified route in the transport and delivery of meals to homebound clients, 60 years old or older.
- Loads/unloads ice chests and silver bags with hot meals to and from the transport vehicle.
- Monitors and records food temperatures.
- Follows HACCP (Harzard Analysis and Critical Control Point) guidelines, maintains food out of the danger zone below 41F degree for the cold food, and 140 F degrees for the hot food. Reports low temperatures to the Central Kitchen.
- Maintains daily mileage record if claiming mileage.
- Delivers monthly menus and other correspondence at the same time of meal delivery.
- Checks daily status of the clients. Greets the client when delivering the meals and observes the clients surroundings. Reports to Supervisor or appropriate staff any unusual situations including clients who are not eating the meals, ill or injured.
- In the occasional emergency, calls 911 and then calls Supervisor immediately.
- Cleans and sanitizes ice chests and silver bags, places them in the appropriate area.

Attends quarterly training sessions on food safety, food handling, IIPP, driving safety and other county and A4AA required topics.